

5104  
L10(X5511)  
22 Feb 01

POLICY STATEMENT 1-01

From: Commander  
To: Distribution

Subj: CONTROL OF RADIOACTIVE MATERIAL DURING DEPOT LEVEL  
MAINTENANCE

Ref: (a) Radiological Affairs Support Program Manual, NAVSEA SO420-AA-  
RAD-010  
(RAD-IO)

(b) Marine Corps Order, MCO 5104.3A

1. Purpose. This directive provides control and accountability requirements for radioactive material (RAM) during depot level maintenance processes.

2. Background. Authority is derived from references (a) and (b), and Naval Radioactive Materials Permits (NRMP) 10-67004-T1NP, 10-67004-T2NP, 10-67004-T3NP issued to Commander MARCORLOGBASES.

3. . MARCORLOGBASES maintenance facilities shall implement and utilize sound radiological work practices and procedures to account for and control RAM contained in equipment that has been inducted into the maintenance process.

4. Responsibilities

a. The Logistics Radiation Safety Officer (LRSO). The LRSO is the director of the Marine Corps Radiological Controls Office (RCO) and can be reached at DSN 567-5511, or commercially at (229) 639-5511. The LRSO is appointed by COMMARCORLOGBASES and is

directly responsible  
for oversight of all Marine Corps activities involving radioactive materials  
and radiation producing  
machines. The LRSO shall:

(1) In conjunction with Inventory Managers, maintain a current inventory of  
all RAM

possessed by MARCORLOGBASES maintenance facilities and the Marine  
Corps in accordance  
with NRMP requirements.

(2) Review and approve all procedures related to radiation safety and the  
control of RAM  
during maintenance processes.

(3) Approve maintenance procedures for all equipment containing RAM prior  
to receipt at  
the repair facility.

(4) Pre-approve the acquisition and purchase of all equipment containing  
RAM.

(5) Perform semi-annual audits of RAM equipment maintenance processes.

(6) Maintain records of audit results for 3 years in accordance with 10 CFR  
30 and  
RAD-010.

b. Commanding Officers shall implement local procedures and administrative  
controls as

necessary to ensure safe radiological operations during all phases of  
maintenance, including  
procedures to provide positive control of the procurement, use, and disposal  
of radioactive material.

Administrative controls shall include procedures to verify maintenance  
personnel only receive  
radioactive materials in the types and quantities for which they are  
authorized.

c. MARCORLOGBASES (Code 836) Inventory Managers shall:

(1) Inventory managers can be contacted through the MARCORLOGBASES Life Cycle

Management Center (LCMC) office at DSN 567-6471, or commercially at (229) 639-6471.

(2) Issue disposition instructions to end-users and maintenance facility codes designated to

receive equipment, including receipt for disposal, in accordance with applicable licenses/pennits and supply instructions.

(3) Maintain records of disposition instructions issued for 3 years in accordance with

10 CFR 30 and RAD-010.

(4) Prior to releasing commercial contracts for bidding, obtain LRSO approval for those

contracts providing for repair, refurbishment, or rebuilding of RAM, equipment/devices containing RAM, or machine sources of ionizing radiation.

(5) Obtain aproval from the LRSO prior to acquiring,purchasing, or fielding new,or

additional RAM, equipment/devices containing RAM, or machine sources of ionizing radiation.

(6) Report to the LRSO all changes to radioactive material inventories, including changes to

individually serialized subassemblies, such as Chemical Agent Monitor drift tube modules, contained within serialized principle end items.

d. Installation Radiation Safety Officers (IRSO) shall:

(1) Submit to the LRSO for review and approval, all site-specific instructions, procedures,

and local orders developed to account for and control the use of RAM in accordance with references

(a) and (b), and applicable NRMP's.

(2) Maintain a Current and accurate inventory of all radioactive materials in storage and use, including low-level radioactive waste (LLRW).

(3) Documented inventories shall include:

(a) Item description (i.e., M1A1 Collimator)

(b) Serial number(s)

(c) NSN

(d) Isotope (i.e., H-3, Ni-63, etc.)

(e) Activity of the source

(f) Chemical and physical form of the RAM contained in the item

(g) Date of activity determination (if unknown, provide date of purchase, date of receipt, or date when initially placed into USMC service)

(h) Location

(i) Custodian name (including contact information)

(j) Owning unit

(k) Unit RUC/AAC

(4) Report the results of the inventory to the LRSO semi-annually, not later than 30 March and 30 September of each year.

(5) Maintain records of inventories for 5 years in accordance with NRMP requirements.

(6) Provide radiation safety oversight for all maintenance operations performed on equipment containing RAM and radiation producing machines.

(7) Maintain a centralized LLRW storage facility for use by the installation and its tenants.

(a) Maintain records of disposition instructions for 3 years in accordance with 10 CFR 30 and RAD-010.

(b) Dispose of LLRW in accordance with the requirements of Department of Defense Instruction 4715.6-R, NAVSEADET RASO, and the LRSO.

(c) Coordinate requests for pickup and disposal of LLRW through NAVSEADET RASO via the LRSO and the Radiological Controls Office.

(8) Audit installation and tenant radiation safety programs in accordance with reference (a).

(a) Document and maintain audit results for 3 years in accordance with 10 CFR 30 and RAD-010.

(b) Notify the LRSO of all noncompliance issues related to licensed or permitted activities within two days of its discovery .

(c) Provide a written corrective action report for issues requiring more than one day to correct.

e. Maintenance Center Managers shall audit RAM equipment maintenance processes to ensure compliance with established radiation safety procedures and policies.

(1) Document and maintain audit results for 3 years after the completion of the audit in accordance with 10 CFR 30 and RAD-010.

(2) Notify the LRSO of all noncompliance issues related to licensed or

permitted activities  
within two days of its discovery .

(3) Provide a written corrective action report for issues requiring more than one day to correct.

(4) Maintain records of disposition instructions for 3 years in accordance with 10 CFR 30 and RAD-010.

f. Maintenance personnel shall:

(1) Comply with established policies and procedures for the control and safe use of RAM equipment during maintenance.

(2) Obtain IRSO approval prior to accepting receipt or submitting requisitions for any RAM, equipment containing RAM, or machine sources of ionizing radiation.

5. Applicability. This Policy is applicable to all installations and commands that are components of Marine Corps Logistics Bases.

R. S. KRAMLI CH

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